

Chief, Management Staff

29 November 1956

Chief, Records Management Staff

Weekly Report - Week Ending 28 November 1956

1. The Executive Officer, the Administrative Officer, and the Area Records Officer of OSI visited the Records Center and the Vital Materials Repository to observe the procedures utilized there for the maintenance of inactive and vital records.
2. There has been a significant increase in the transfer of inactive personnel records to the Records Center which is directly attributable to the records control schedule which we prepared for them in August.
3. The installation of the Subject Numeric Filing System in the Graphics Register Division is 30% complete. As a result of this installation we have been able to consolidate six file drawers of material into 1½ file drawers.
4. Four employees' suggestions were evaluated and forwarded to the Suggestions Awards Committee.
5. Four officials of the Biographic Register Division visited the Records Center for the purpose of observing the procedures there, and in contemplation of transferring some of their inactive records to the center. 25X1A9a 25X1A9a
6. Messrs. [redacted] completed the Basic Intelligence Orientation Course; Mr. [redacted] completed the Effective Writing Course, and Messrs. [redacted] completed a total of 28 hours of on-the-job training. 25X1A9a
7. Records Control Schedules have been completed for all components of OCR except the Machine Division and the Library. The schedules completed reflect 353 separate file items with a total of over 11,000 cubic feet of records. Our next inventory in OCR will begin with the Acquisition Branch of the Library in order to coordinate our efforts with the survey being done by Mr. [redacted] 25X1A9a

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Mgt/S/RMS/I [redacted]

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